State of California
Department Of Alcohol and Drug Programs

CalTOP Users Manual Addendum
CalTOP Version 1.15

December 30, 2002

CalTOP Edits Modification and Reports

Introduction

On December 30, 2002 ADP implemented a change in the CalTOP system that aids users with the creation of a Treatment Episode.

CalTOP defines a Treatment Episode as the time between the earliest admission transaction for the client and the closest following Episode Status Change transaction. New messages will inform CalTOP users of the effects the new or updated transaction has on the current Treatment Episode. These messages will also include new error messages when the new or updated transaction for a client interferes with the client's relevant Treatment Episode. These new error messages will effect only current/open (episodes without an Episode Status Change) Treatment Episodes and all Treatment Episodes beginning on or after January 1, 2003.

Users will also have the ability to view transaction lists sorted by Treatment Episode. This will aid users by providing a visual list of all of the transactions considered as a part of the episode. In addition, users will be able to suppress treatments from the transaction list.

This document will describe the new error messages, provide examples of situations that would trigger each error message and how a CalTOP user should resolve the issue.

The Definition of a CalTOP Treatment Episode

It is helpful to first understand the definition of a Treatment Episode in CalTOP. For CalTOP, the principles of a Treatment Episode are as follows:

1. A Treatment Episode begins with any of the admission transactions (*Admission CA, TOPPS II, ASAM, Admission or ASI Lite*). The transaction date of the earliest admission transaction establishes the start date for the Treatment Episode. In addition, the date of the ASAM must be on or after the date of any other admission transaction, if one exists for that Treatment Episode.

   For Example, a client has the following transactions:

Transaction	Transaction Date
ASAM/PPC II	12/15/2002
Admission CA	12/15/2002
Admission TOPPS II	12/16/2002
Treatment	12/18/2002
Episode Status Change	01/30/2003

   The episode would begin 12-15-02.

2. A Treatment Episode ends with an Episode Status Change transaction. The transaction date on the Episode Status Change transaction establishes the end date of the Treatment Episode.

    > In the example above the episode end date would be 1/30/03.

3. A Treatment Episode can start and end on the same day. All admission transactions falling on the same day as an Episode Status Change transaction will be considered a part of that Treatment Episode. A subsequent Treatment Episode must begin at least one day after date of the Episode Status Change.

    For example for a client with the following transactions:

Transaction	Transaction Date
Admission CA	01/15/2003
Admission TOPPS II	01/15/2003
Treatment	01/17/2003
ASAM/PPC II	01/30/2003
Episode Status Change	02/15/2003

    > All of the above transactions would fall into the Treatment Episode starting and ending on 2/15/03.

4. Pre-admission Treatment transactions (1.0 - Screening, 1.1 – Intake, 2.0 - Bio/Psycho/Social Assessment) can exist either within or outside of a Treatment Episode. All other Treatment transactions must exist within a Treatment Episode. Treatment transactions may occur multiple times during a Treatment Episode.

    For example a client with the following transactions would appear:

    Treatment Episode 1: (Start date 12/15/02 End date 1/10/03)

Transaction	Transaction Date
Admission CA	12/15/2002
Admission TOPPS II	12/15/2002
Treatment	12/17/2002
ASAM/PPC II	12/17/2002
Episode Status Change	01/10/2003

Transaction	Transaction Date
Treatment - Screening	01/15/2003

Treatment Episode 2: (Start date 2/16/03 End date 3/15/03)

Transaction	Transaction Date
Admission CA	02/16/2003
Admission TOPPS II	02/17/2003
Treatment	02/18/2003
Treatment	2/20/2002
ASAM/PPC II	02/25/2003
Episode Status Change	03/15/2003

5. ASAM transactions may occur multiple times during a Treatment Episode, but must be included within a Treatment Episode, once the Treatment Episode has been established. The earliest ASAM within a Treatment Episode will indicate the Level of Care at the beginning of the Treatment Episode and subsequent ASAM transactions will indicate a change in Level of Care during the Treatment Episode.

For example a client with the following transactions would appear:

Transaction	Transaction Date
Admission CA	02/01/2003
Admission TOPPS II	02/02/2003
ASAM/PPC II	02/18/2003
Treatment	3/20/2002
ASAM/PPC II	03/25/2003
Episode Status Change	04/15/2003

Both ASAM transactions would be accepted in this example the first ASAM dated 2/18/2003 would indicate the level of care at the beginning of the Treatment Episode and the second ASAM would represent the change in level of care during the Treatment Episode.

Understanding the New CalTOP Error Messages

The new error message rules will only be effective for current/open (episodes without an Episode Status Change) Treatment Episodes and all Treatment Episodes beginning on or after January 1, 2003. The error message rules will take effect when users add, update or delete transactions with a transaction date within a Treatment Episode that spans the date January 1, 2003 or later.

For example, transactions within a Treatment Episode completed with an episode status change with a date range of 01/01/2002 through 04/01/2002 will not be subject to the new error message rules. But transactions within a Treatment Episode with a date range of 10/01/2002 through 02/01/2003 would be subject to the new error message rules.

The following is a detailed description of the new CalTOP error message rules, based on the concept of a Treatment Episode described above. The specific rules detailing the different transaction types and how they should be processed or entered are as follows:

> ➢ Only one *Admission* or *Admission CA* may exist within a Treatment Episode.

> ➢ Only one *Admission TOPPS II* or *Admission ASI Lite* may exist within a Treatment Episode.

> ➢ An *ASAM* may be the first admission transaction for a Treatment Episode but must have a transaction date on or after other admission transactions (*Admission*, *Admission CA*, *Admission TOPPS II* or *Admission ASI Lite*), once established, for that Treatment Episode. Multiple *ASAMs* may exist within a Treatment Episode.

> ➢ A *Treatment* must exist within a Treatment Episode (on or after the date of the first admission transaction and before or on the date of the Episode Status Change). Pre-admission *Treatments (*1.0 - screening, 1.1 - intake or 2.0 - bio/psycho/social assessment) are exceptions to this rule. Multiple *Treatments* may exist within a Treatment Episode.

> ➢ An *Episode Status Change* must end a pre-existing Treatment Episode before a later admission record can be added for the client.

Since treatment transactions are now considered optional, the existing rule that an *Episode Status Change* must occur within 35 days of a *Treatment* or one of the admission transactions is no longer valid. Thus, this rule will no longer be enforced in CalTOP.

Note: User may not add a Treatment Episode prior to an existing Treatment Episode. To add a Treatment Episode prior to an existing Treatment Episode, the user need to delete the existing Treatment Episode, add the first episode and then re-add the second episode.

Trouble Shooting Error Messages

The new error messages have been written to help the user identify the conflicts within any current or future Treatment Episode. Each error message provides the user with a description of the Treatment Episode error and references the transactions causing the conflict.

The following describes scenarios that would trigger these new error messages and how the user can correct the problem.

Treatment Episode with Duplicate Admission Records

Treatment Episode Rule:
  ➢ Only one *Admission* or *Admission CA* may exist within a Treatment Episode.
  ➢ Only one *Admission TOPPS II* or *Admission ASI Lite* may exist within a Treatment Episode.

Scenario 1:

Transaction ID	Transaction	Transaction Date
101	Admission CA	01/05/2003
102	Admission TOPPS II	01/08/2003
103	ASAM/PPC II	01/10/2003
104	Treatment	01/15/2003
105	Treatment	01/16/2003
106	Episode Status Change	01/20/2003

In the example above, if the user tried to add another Admission CA record or an Admission record within the Treatment Episode (01/05/2003 – 01/20/2003), an error message notify the user that the transaction they are attempting to add contains duplicate information.

Additional Admission TOPPS II and Admission ASI Lite transactions would be seen as duplicate information. In the previous example, if the user tried to add another Admission TOPPS II record or an Admission ASI Lite record within the Treatment Episode (01/05/2003 – 01/20/2003), an error message would notify the user that the transaction they are attempting to add contains duplicate information.

The following is an example of the error message that would be received if the user attempted to add an Admission CA with the date of 1/15/03.

> "Your attempt to add a Admission CA transaction with a date of
> 01/15/2003 would cause duplicate Admission Transactions within a
> Treatment Episode. See Transaction List.
> The applicable Treatment Episode date range is 01/05/2003 to
> 01/20/2003.
> Related Transaction ID(s): ADMCA (101)
> (Reference Error #3020)"

To correct the problem the user should review their transactions and determine which Admission CA record should be included in the Treatment Episode the existing one dated 1/05/2003 or the new one dated 1/15/2003 or if the new transaction has an incorrect transaction date. If the submitted transaction is not correct, the user should delete the submitted transaction and then add the correct transaction.

Any Admission record submitted with a Transaction Date after 01/20/2003 would be accepted.

Scenario 2:

If the client has a duplicate admission with no episode status change prior to the January 1, 2003 transition date, the user will receive the above error message each time the user attempt to add any type of transactions. This includes adding an ASAM, non-intake Treatment, Episode Status Change, or other Admission transaction.

For example, consider the following data set:

Transaction ID	Transaction	Transaction Date
101	Admission CA	12/05/2003
102	Admission CA	01/08/2003
103	ASAM/PPC II	01/10/2003
104	Treatment	01/15/2003
105	Treatment	01/16/2003

If the user attempted to add an additional transaction to the current Treatment Episode, for example an Episode Status Change dated 1/20/2003, the user would receive the following message:

> "Your attempt to add an Episode Status Change transaction with a date
> of 01/20/2003 would cause duplicate Admission Transactions within a
> Treatment Episode. See Transaction List.
> The applicable Treatment Episode date range is 12/05/2002 to current.
> Related Transaction ID(s): ADMCA (101), ADMCA (102)
> (Reference Error #3020)"

To add additional transaction for this client, the user must first delete one of the existing Admission CA transactions. If more than two duplicate transactions exist, the user must delete the duplicate transactions from newest to oldest.

Entry of Admission Data must be Prior to the Entry of Additional Data within an Episode

Treatment Episode Rule:
- A *Treatment* must exist within a Treatment Episode. Pre-admission *Treatments (*screening, intake or bio/psycho/social assessment) are exceptions to this rule. Multiple *Treatments* may exist within a Treatment Episode.

- An *Episode Status Change* must end a pre-existing Treatment Episode.

A user must enter one of the admission transaction types (*Admission CA, Admission, Admission TOPPS II, Admission ASI Lite or ASAM*) prior to entering any Treatment or Episode Status Change transaction. The only exceptions would be Treatment codes 1.0 – Screening, 1.1 – Intake or 02.0 – Bio/Psycho/Social Assessment.

In addition, consider the following transaction set:

Transaction Id	Transaction	Transaction Date
101	Admission CA	01/05/2003
102	Admission TOPPS II	01/08/2003
103	ASAM/PPC II	01/10/2003
104	Treatment	01/15/2003
105	Treatment	01/16/2003
106	Episode Status Change	01/20/2003

If a user tries to add a Treatment or Episode Status Change transaction **after** 01/20/2003, an edit error would be generated notifying the user that Admission information does not exist. The user would then have to add at least one Admission type transaction in order to add the Treatment or Episode Status Change transaction.

The following is an example of the error the user will receive if they attempt to add a Treatment transaction (not screening, intake or assessment), outside of the existing Treatment Episode, with the date 1/21/2003.

> "Your attempt to add a Treatment transaction with a date of 01/21/2003 would cause a Treatment Transaction outside of a Treatment Episode. See Transaction List.
> The applicable Treatment Episode date range is 01/05/2003 to 01/20/2003.
> Related Transaction ID(s): ESC (106)
> (Reference Error #3022)"

The following is an example of the error the user will receive if they attempt to add an episode status change with the date 1/21/2003.

> "Your attempt to add an Episode Status Change transaction with a date of 01/21/200 would cause a Treatment Episode without an Admission Transaction. See Transaction List.
> The applicable Treatment Episode date range is 01/05/2003 to 01/20/2003.
> Related Transaction ID(s): ESC (106)
> (Reference Error #3023)"

ASAM may start a Treatment Episode but cannot occur with a date prior to the date of the first admission record

Treatment Episode Rule:

➤ An *ASAM* may be the first admission transaction for a Treatment Episode but must have a transaction date on or after other admission transactions (*Admission*, *Admission CA*, *Admission TOPPS II* or *Admission ASI Lite*), once established, for that Treatment Episode. Multiple *ASAMs* may exist within a Treatment Episode.

A user may add an ASAM before an admission transaction, but the transaction date of the ASAM must be on or after the transaction date of the first admission transaction.

For example, consider the following transaction set:

Transaction ID	Transaction	Transaction Date
101	Admission CA	01/05/2003
102	Admission TOPPS II	01/08/2003
103	Treatment	01/15/2003
104	Treatment	01/16/2003
105	Episode Status Change	01/20/2003

If a user attempted to add an ASAM with the date 1/4/2003 they would receive an error that the ASAM transaction would exist outside of an existing Treatment Episode. The error message would read:

> "Your attempt to add an ASAM PPC II transaction with a date of 01/04/2003 would cause an ASAM/PPC II Transaction to exist outside of any Established Treatment Episode. See Transaction List.
> The applicable Treatment Episode date range is 01/05/2003 to 01/20/2003.
> Related Transaction ID(s): ADMCA (101)
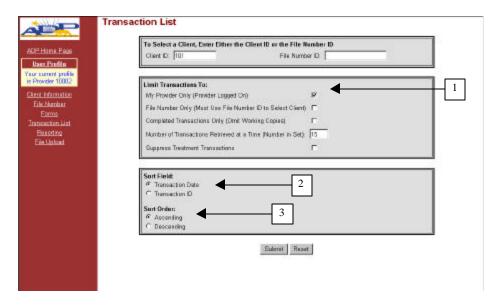> (Reference Error #3021)"

Note: User may not add a Treatment Episode prior to an existing Treatment Episode. To add a Treatment Episode before an existing Treatment Episode, the user will be required to delete the existing Treatment Episode, add the first Treatment Episode, then re-add the 2nd Treatment Episode.
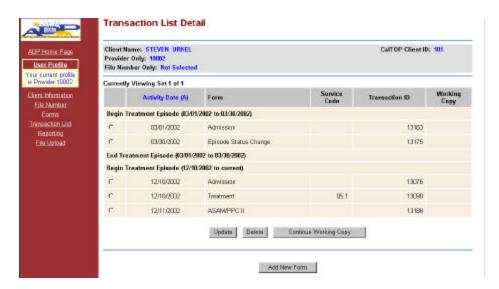
Transaction List Modifications

To help the user research issues with their clients Treatment Episodes the Transaction List is being modified to allow users to group transactions by Treatment Episode.

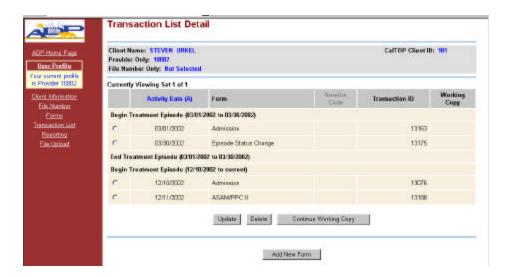To view a client's transaction list by Treatment Episode, select the following criteria:
1. Limit Transactions to: My Provider Only (you can select any other criteria in this section as well, as long as you select 'My Provider Only')
2. Sort Field: Transaction Date
3. Sort order of 'Ascending'. An example of the screen is displayed below.

Below is an example of the resulting transaction list is displayed below:
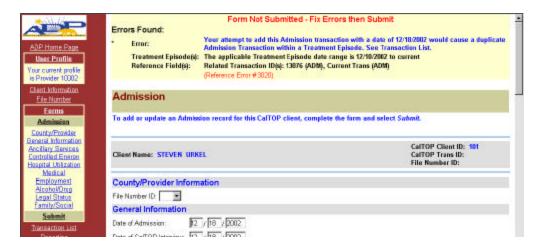
Users also have the option to suppress treatment transactions. Treatment transactions may be suppressed by selecting the 'Suppress Treatment Transaction' box under the Limit Transactions to section. Below is an example of the same page with 'Suppress Treatment Transactions' selected:

Example Error Message:

If the user attempts to add a duplicate admission for this client dated 12-18-02 the following error message will be displayed:
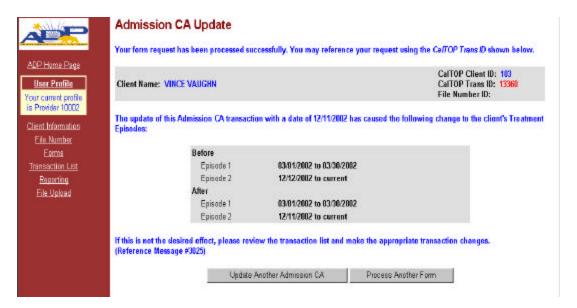

Once an Episode Status Change has been added with a date of 12-12-02 or later, a new Treatment Episode can be started.
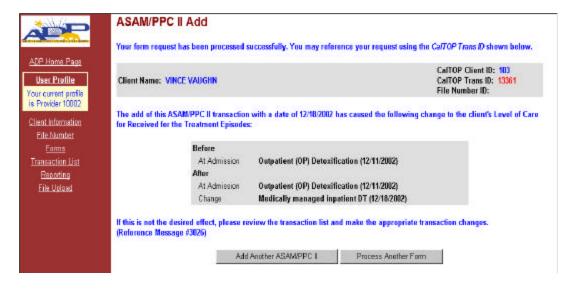
New Informational Messages on Confirmation Page

The following list shows the new informational messages displayed on the Confirmation Page for transactions that fall within a Treatment Episode that spans the date 01/01/2003 or later.

The following is an example of the informational message:

New messages will also be provided when an ASAM/PPC II transaction is added displaying the change in level of care received by the client. The following is an example of the message

Reports Modifications

The reports in CalTOP have been modified to concur with the definition of a Treatment Episode. Along with this change the reports now refer to the new Treatment Episode table. This new table is updated in real time. Users no longer need to wait until the next day to see the effects of the data entry. The reports effected by this change are:

Roster of Active Clients by Client Name
Roster of Active Clients by Client ID
Services Received vs. ASI Factors
No Activity for Active Clients
Level of Care Recommended vs. Received Detail
Active Clients by Period
Funding Source Monthly Activity
Funding Source Quarterly Admissions Discharges
Funding Source Quarterly Clients Served Summary
ASI Factors
Route of Administration by Drug Problem
Participation by Provider Report